



MH/MR Services Supervisor

Department: MH/MR/SA

Class Code: 4417

EEO Code: 22

FLSA: E

Effective: 01/04/1995

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in planning, coordinating and supervising a large section within the department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, coordinates and supervises a large section within the department; hires, trains, counsels, supervises and evaluates staff; conducts short-term planning and assists in long-range planning; develops written procedures to provide guidance to staff; conducts staff meetings; ensures program compliance with applicable state and federal standards; conducts in-service training activities for staff; manages facilities that house department programs; coordinates daily fiscal management of program to include payroll, program fees and petty cash; assists in preparation of annual budget; attends appropriate community meetings; provides direct services to consumers; develops, implements and monitors program plans; prepares written treatment and case management plans; instructs, trains and counsels consumers; provides on-call support to on-duty staff; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the theory, principles and techniques of community based mental health, mental retardation and/or substance abuse services; of funding sources and budgeting and grant application procedures; of administration and personnel supervision.

Considerable skill in establishing and maintaining effective working relationships with others; in effective communication orally and in writing; in providing program and clinical supervision.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a master's degree in social work, psychology, rehabilitation or related field and three years of progressively responsible professional experience including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
